

Small Business Reserve (SBR) & Minority Business Enterprise (MBE) Consolidated Strategic Plan FY2024

In support of the state's socioeconomic procurement programs units participating in the SBR and MBE programs are required to submit a Strategic Plan to the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) annually.

The consolidated SBR and MBE Strategic Plan requires each agency to submit one strategic plan. Your agency will have to determine how you coordinate filling out this document when there are different parties who have completed your SBR and MBE Strategic plans previously.

This report contains distinct SBR and MBE sections and uses logic to navigate you through the process. For those agencies that are not SBR participating agencies, select "No" and the report will direct you to the MBE section.

Reminder: There is no minimum required length for responses, however, please directly address each inquiry in a clear and concise manner.

* Indicates required question

1. Email *
-

2. Agency Name *

Mark only one oval.

- Aging
- Agriculture
- Archives
- Assessments & Taxation
- Attorney General's Office
- Aviation Administration
- Baltimore City Community College
- Board of Elections
- Board of Public Works
- Bowie State University
- Budget & Management
- Canal Place Preservation
- Commerce
- Commission on Civil Rights
- Comptroller
- Coppin State University
- Maryland School For the Deaf
- Education
- Emergency Management
- Environment
- Environmental Services
- Executive Department
- Food Center Authority
- Frostburg State University
- Department of General Services
- Governor's Office of Crime Control & Prevention
- Health
- Health Benefit Exchange
- Higher Education Commission
- State Highway Administration

- Housing & Community Development
- Human Services
- Information Technology
- Insurance Administration
- Juvenile Services
- Labor
- Lottery & Gaming Control
- Maryland 529
- Maryland State Library
- Military
- Morgan State University
- Motor Vehicle Administration
- Natural Resources
- People's Counsel
- Planning
- Police
- Port Authority
- Public Defender
- Public Safety & Corrections
- Public Service Commission
- Public Television
- State Retirement
- Saint Mary's College
- Salisbury University
- Stadium Authority
- State Prosecutor
- Subsequent Injury Fund
- Supplemental Retirement
- Tax Court
- Towson University
- Transit Administration
- Transportation (TSO)

- Transportation Authority
- Treasurer's Office
- University of Maryland Baltimore County
- University of Baltimore
- University of Maryland Baltimore
- University of Maryland College Park
- University of Maryland Eastern Shore
- University of Maryland Global Campus
- Veteran Affairs
- Workers Compensation Commission

3. List the name(s) of everyone in your unit who collaborated on completing this form. *

4. Are you an SBR Participating Agency? *

Mark only one oval.

- Yes
- No *Skip to section 4 (Minority Business Enterprise Program)*

Small Business Reserve Program

The SBR program is a set-aside. All participating units are required to structure procurement procedures to achieve at least 15% percent of their dollars expended directly with certified SBRs. Statewide, the 68 participating units achieved 7.7% Total SBR Participation, with only 2.3% Designated SBR Participation in FY2022.

While all qualifying procurements between \$50,000 and \$500,000 shall be designated to the SBR Program, **there is no cap**. Consult the BPW Advisory (<https://bpw.maryland.gov/Pages/adv-2005-1.aspx>) for complete guidelines when designating as SBR.

Click 'Next' to begin strategic plan questions

FY 2024 SBR Strategic Plan

5. 1) What was your unit's percentage **"All SBR Designated Payments to ALL Payments"** as submitted to GOSBA in FY 2022? *

(This is number 10 on your FY 2022 Small Business Reserve Annual Summary Statement.)

6. 2) As you think about the next fiscal year, do you have plans to designate more SBR solicitations below the BPW threshold? *

Mark only one oval.

Yes

No

7. 3) As you think about the next fiscal year, do you have plans to designate more SBR solicitations above the BPW threshold? *

Mark only one oval.

Yes

No

8. 4) Does your unit directly solicit small businesses for open SBR designated solicitations? *

Mark only one oval.

Yes

No

9. 5) What databases and resources are being utilized to find eligible small businesses, per the [BEST PRACTICES: Small Business Reserve \(SBR\) Executive Order 01.01.2021.01 Implementation Guidelines?](#) *

Check all that apply.

Check all that apply.

eMMA

MDOT Directory of Certified Firms for MBEs

SBA Dynamic Small Business Search

Veteran Small Business Certification (VetCert)

Public Spend Forum/GovShop

None

Other: _____

- 10. 6) In the next fiscal year, will your unit organize and/or restructure large procurements in a way that allows the solicitation to be designated as SBR per BPW Advisory 2001-1? (<https://bpw.maryland.gov/Pages/adv-2001-1.aspx>) *

If you would like to provide an example that might help another unit, enter it under the 'Other' option.

Mark only one oval.

Yes

No

Other: _____

- 11. 7) How important are credit card purchases to your SBR performance? *

Mark only one oval.

No importance

1

2

3

4

5

Extremely important

12. 8) Is this level of importance communicated to your credit card holders? *

Mark only one oval.

Yes

No

13. 9) As a best practice, GOSBA believes quarterly reporting aids in timely and accurate annual reporting. Will your unit submit SBR quarterly reports in the upcoming fiscal year? *

Mark only one oval.

Yes

No

Minority Business Enterprise Program

The MBE program is a race and gender specific socioeconomic program with a statewide aspirational goal of 29%. All participating units are required to consider MBE participation on solicitations \$100,000 and above. The 72 participating units achieved 17.27% Total MBE Participation in FY2022.

FY2024 MBE Strategic Plan

14. 10) What was your units percentage **"Total MBE Participation Percentage"** in FY 2022? *

(Retrieve this percentage from your FY2022 Annual report Form 1 Column L23.)

15. 11) With what frequency does your unit directly solicit to MBEs on contracts above the BPW threshold? *

Check all that apply.

- Never
- Infrequently
- Frequently
- Always
- Dependent upon product/service
- My unit does not purchase above the BPW threshold

16. 12) With what frequency does your unit directly solicit to MBEs on contracts below the BPW threshold? *

Check all that apply.

- Never
- Infrequently
- Frequently
- Always
- Dependent upon product/service
- My unit does not purchase below the BPW threshold

17. 13) As you think about the next fiscal year, is it possible to increase the frequency of directly soliciting to MBEs on contracts above the BPW threshold within your unit? *

Check all that apply.

- Yes
- No
- My unit does not purchase above the BPW threshold

18. 14) As you think about the next fiscal year, is it possible to increase the frequency of directly soliciting to MBEs on contracts below the BPW threshold within your unit? *

Check all that apply.

- Yes
- No
- My unit does not purchase below the BPW threshold

19. 15) Beyond the guidance established for the PRG process, is your unit using any additional strategies to identify subcontracting opportunities? *

Please describe.

20. 16) Where are the most predominant subcontracting opportunities found within the scope of work? *

Mark only one oval.

- Core work components
- Ancillary areas (not relevant to technical deliverables)

21. 17) When permissible by law, is your unit relaxing bonding requirements, (including the use of irrevocable letters of credit, title to real property, and other forms of security described in COMAR 21.06.07) to allow for greater inclusion from MBEs? *

Mark only one oval.

- Yes
- No
- Bonding is not applicable to this unit

22. 18) How important are credit card purchases to your MBE performance? *

Mark only one oval.

No importance

1

2

3

4

5

Extremely important

23. 19) Is this level of importance communicated to your credit card holders? *

Mark only one oval.

Yes

No

SBR/MBE Liaison Responsibilities

In this combined section you will be answering from the perspective of liaisons.

24. 20) Is the liaison a signatory on the Procurement Review Group (PRG)? *

Check all that apply.

Check all that apply.

Yes, the SBR Liaison is a signatory on the PRG

No, the SBR Liaison is not a signatory on the PRG

Yes, the MBE Liaison is a signatory on the PRG

No, the MBE Liaison is not a signatory on the PRG

25. 21) Is your liaison an integral part of the decision making process for socioeconomic inclusion? *

Mark only one oval.

Yes

No

Other: _____

26. 22) Do your liaisons receive questions or inquiries about the Procurement Forecast? *

Mark only one oval.

- Yes
- No
- My agency does not submit a Procurement Forecast
- Other: _____

27. 23) Are liaisons involved in ongoing professional development? *

Mark only one oval.

- Yes
- No
- Other: _____

28. 24) Are liaisons responding to advocacy issues presented by SBR or MBE vendors? *

Check all that apply.

- Yes - SBR vendors
- No - SBR vendors
- Yes - MBE vendors
- No - MBE vendors
- Non-liaison representative

FY2024 SBR and MBE Outreach

All participating units should actively engage in outreach activities for the purpose of promoting the state's socioeconomic procurement programs and encouraging vendor participation.

SBR and MBE Outreach

When answering this section please consider the community to be all small, minority, woman, and veteran business owners.

29. 25) Does your unit have an outreach plan for FY2024? *

Mark only one oval.

Yes

No

30. 26) Identify the types of outreach events your unit is planning to conduct or participate in (live or virtual) during the fiscal year. *

Check all that apply.

Check all that apply.

Networking Event

Workshop

Webinar

Exhibitor

Conference

Panelist

None

Other: _____

31. 27) In FY2024, estimate how many organized outreach events your unit plans to conduct or participate in (live or virtual.) *

Mark only one oval.

- 1-5
- 6-10
- 11-15
- Over 15
- None

32. 28) What best practices will your unit use or implement to reach more SBR and MBE vendors? *

Check all that apply.

Check all that apply.

- Expand market research when determining designation (SBR)
- Encourage vendors to become certified in the SBR Program
- Encourage vendors to become certified in the MBE Program
- Offer information on how to do business with my unit
- Facilitate matchmaking
- Offer one-on-one meetings
- Timely response to inquiries about the procurement forecast
- Directly solicit SBRs
- Directly solicit MBEs
- None
- Other: _____

33. 29) What prompts your unit to reach out to the small business community? *

Check all that apply.

Check all that apply.

- An open solicitation with an SBR designation
- An open solicitation with an MBE goal
- Direct solicitation opportunity
- Building vendor relationships
- Outreach/training event announcement
- Other: _____

34. 30) What communication channels will your unit use over the next fiscal year to reach the small business community? *

Check all that apply.

Check all that apply.

- Email
- Phone
- Website
- Social media
- Host outreach events
- Attend outreach events
- Other: _____

35. 31) Outreach events, training webinars, and conferences are conducted by agencies across the state throughout the year. Do you connect vendors to events offered by other agencies? *

Mark only one oval.

- Yes
- No

Optional

Given the nature of a strategic plan along with Governor Moore's interest in finding new ways to improve overall performance of our socioeconomic programs, please share your insights on the following 3 areas.

36. What strengths does your unit possess to ensure the highest achievement of socioeconomic inclusion?

37. What barriers does your unit experience that prevents you from reaching the highest achievement of socioeconomic inclusion?

38. What opportunities exist for your unit to improve socioeconomic inclusion?

39. Please share any additional comments.

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